

LIAISON MEMORANDUM NUMBER 15-21

To: Agency Liaison Officers

From: Cindy Rougeou
Executive Director

Re: December 31, 2015 Calendar Year-End Close

Date: November 18, 2015

In preparation of the issuing of annual member statements, it is critical that all agencies report 2015 earnings and contributions, with required contribution payments, by **January 15, 2016**. This is necessary for member statements to be accurate and timely.

In accordance with La. R.S. 11:531B (1), all monthly reports and remittances are due within 15 days after the close of each calendar month. Any payment and/or report received after the 15th will be considered delinquent. While it is extremely important for your agency to report timely every month, it is even more critical at year-end. Without all earnings and contributions reported, the agency member(s) will receive incomplete and/or inaccurate annual statements, which can impact retirement calculations.

LASERS encourages you to visit our website at www.lasersonline.org where you can receive current news from LASERS, subscribe to receive Liaison Memoranda via email, and access numerous publications for employers including current and archived Liaison Memoranda. Agencies can also access our [Employer Self-Service portal](#) via our website to update your agency contact information.

Please distribute this information to the appropriate person(s) within your agency to ensure that contributions are submitted by the deadline. If you have difficulty meeting this deadline, or should you have questions concerning LASERS Employer Self-Service, please contact Kelly Leggette at 225.922.0405 or Mona Joseph at 225.922.0123.

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Cindy Rougeou, Executive Director